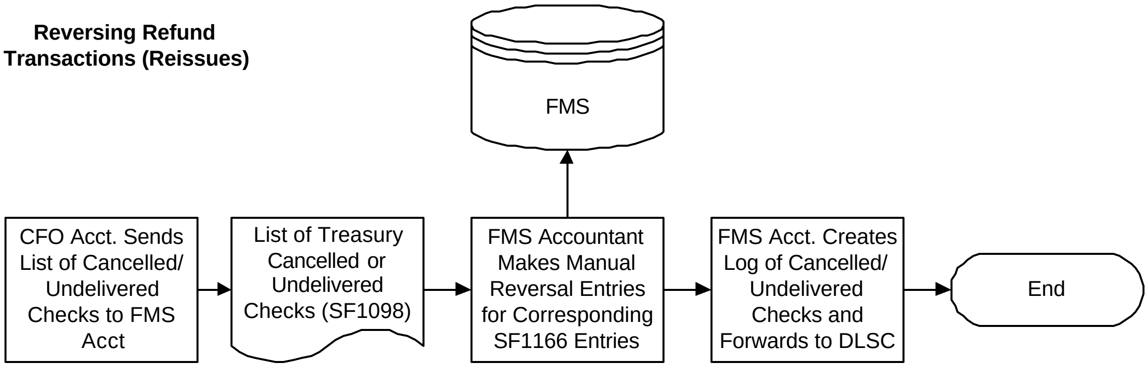
Enter Cancelled Check Transactions using ADI

Scope

This procedure details the steps to manually enter cancelled check transactions into Oracle GL using ADI. Direct Loan Servicing refers to these transactions as "Reissues," and can either constitute cancelled or undelivered checks. These records are sent to ACS/Rockville monthly in the SF1098 Log for processing.

Process Flow

The following flow details the beginning-to-end process for cancelled checks. This procedure details the steps ACS/Rockville and SFA CFO perform to upload the DLSS data into the SFA FMS.


Reversing Refund Transactions (Reissues)
FMS
CFO Acct. Sends List of Cancelled/ Undelivered Checks to FMS Acct
List of Treasury Cancelled or Undelivered Checks (SF1098)
FMS Accountant Makes Manual Reversal Entries for Corresponding SF1166 Entries
FMS Acct. Creates Log of Cancelled/ Undelivered Checks and Forwards to DLSC
End

Ownership

ACS/Rockville is responsible for receiving the data from DLS Center in Utica, NY, populating it in the Excel template worksheet, and sending it onto SFA CFO Accounting Division.

SFA CFO Accounting Division is responsible for validating the data and manually uploading the template into FMS using ADI.

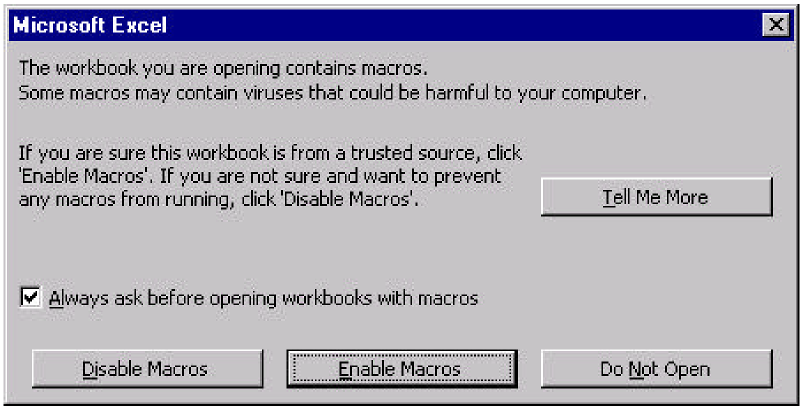
Activity Preface

This activity is performed whenever SFA CFO needs to reverse a check issued through the DLS Refund Process.

ACS/Rockville Accountant

Create a Journal Entry

1. Open the "Cancelled Checks Template" worksheet. The "Microsoft Excel" window opens with a Macros message.



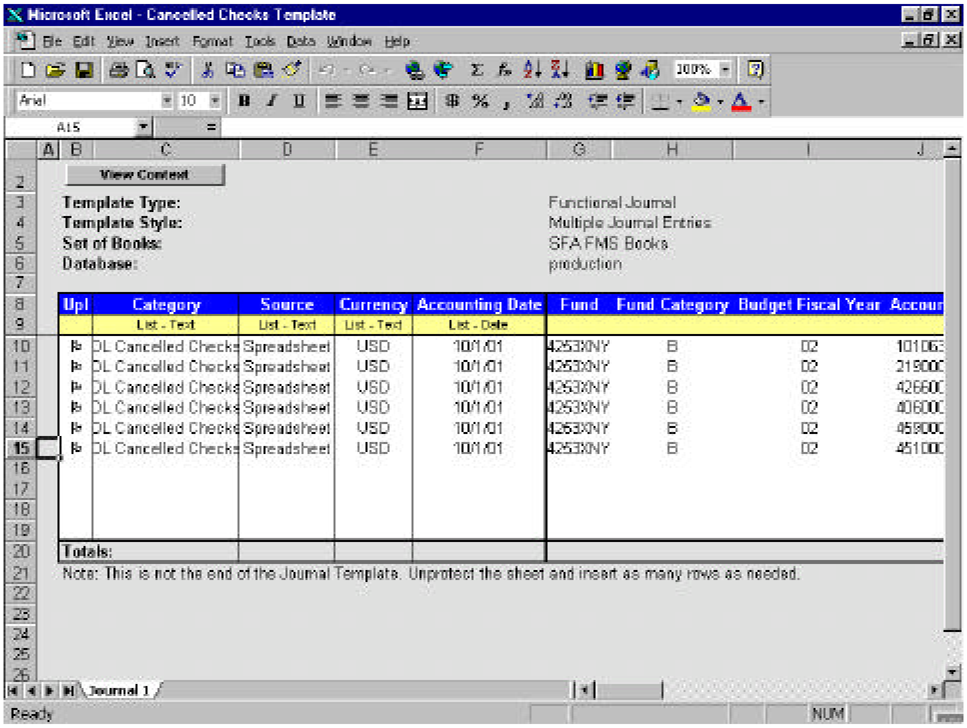
Microsoft Excel

The workbook you are opening contains macros.
Some macros may contain viruses that could be harmful to your computer.

If you are sure this workbook is from a trusted source, click 'Enable Macros'. If you are not sure and want to prevent any macros from running, click 'Disable Macros'.

☑ Always ask before opening workbooks with macros

2. Click on the **Enable Macros** button. The "Cancelled Checks Template" worksheet opens.


Microsoft Excel - Cancelled Checks Template
File Edit View Insert Format Tools Data Window Help
Arial
10
100%
A15
View Content
Journal 1
Ready
NUM

Template Type: Functional Journal
Template Style: Multiple Journal Entries
Set of Books: SFA FMS Books
Database: production

Upl	Category	Source	Currency	Accounting Date	Fund	Fund Category	Budget Fiscal Year	Accou
	List - Text	List - Text	List - Text	List - Date				
⚑	DL Cancelled Checks	Spreadsheet	USD	10/1/01	4253XNY	B	02	10106
⚑	DL Cancelled Checks	Spreadsheet	USD	10/1/01	4253XNY	B	02	21900
⚑	DL Cancelled Checks	Spreadsheet	USD	10/1/01	4253XNY	B	02	42660
⚑	DL Cancelled Checks	Spreadsheet	USD	10/1/01	4253XNY	B	02	40600
⚑	DL Cancelled Checks	Spreadsheet	USD	10/1/01	4253XNY	B	02	45900
⚑	DL Cancelled Checks	Spreadsheet	USD	10/1/01	4253XNY	B	02	45100
Totals:								

Note: This is not the end of the Journal Template. Unprotect the sheet and insert as many rows as needed.

FYI: For each Cancelled Check journal line entry, the following fields are constant. These fields are pre-populated in the “Cancelled Checks Template”. The constant values for Cancelled Checks are the following:

COLUMN DESCRIPTION	COLUMN TYPE	COLUMN VALUE
Category	ALPHANUMERIC - CONSTANT	DL Cancelled Checks
Source	ALPHANUMERIC - CONSTANT	Spreadsheet
Currency	ALPHANUMERIC - CONSTANT	USD
Fund	ALPHANUMERIC - CONSTANT	4253XNY
Fund Category	ALPHANUMERIC - CONSTANT	B
Organization	ALPHANUMERIC - CONSTANT	ENJB0000
Account	NUMERIC – CONSTANT	101063, 426600, 459000, 219000, 406000, 451000
Limitation	ALPHANUMERIC - CONSTANT	A10
Object Class	ALPHANUMERIC - CONSTANT	69022
Activity	ALPHANUMERIC - CONSTANT	000
CFDA	ALPHANUMERIC - CONSTANT	268

COLUMN DESCRIPTION	COLUMN TYPE	COLUMN VALUE
Cohort Year	ALPHANUMERIC - CONSTANT	CN
Sector	ALPHANUMERIC - CONSTANT	N
Source Code	ALPHANUMERIC - CONSTANT	SV
Cost Code	ALPHANUMERIC - CONSTANT	LRD3
Institution	ALPHANUMERIC - CONSTANT	00000000000
Loan/Grant Type	ALPHANUMERIC - CONSTANT	00
Line DFF 2	ALPHANUMERIC - CONSTANT	91020006

All other field values are unique and must be individually entered in the template. For each cancelled check journal line entry, the following fields are not constant. The unique values for cancelled checks are the following:

COLUMN DESCRIPTION	COLUMN TYPE	COLUMN VALUE
Upl	N/A	N/A
Accounting Date	DATE	<Transaction Date MM/DD/YYYY - Posting Date>
Budget Fiscal Year	ALPHANUMERIC	<Budget Fiscal Year>
Debit	NUMERIC	<Debit Amount>
Credit	NUMERIC	<Credit Amount>
Batch Name	ALPHANUMERIC	<Batch Name>
Batch Description	ALPHANUMERIC	<Batch Description>
Journal Name	ALPHANUMERIC	303 # or Z #
Journal Description	ALPHANUMERIC	<Cancelled – ME#>
Line Description	ALPHANUMERIC	<SSN, if available>
Line DFF 1	ALPHANUMERIC	<303 # or Z>
Line DFF 3	DATE	<Treasury Confirmation Date DD-MMM-YYYY>

3. Click on the first white line of the **Category** column.

4. Verify “DL Cancelled Checks” is entered.

5. Tab to the **Source** column and verify “Spreadsheet” is entered.

6. Tab to the **Currency** column and verify “USD” is entered.

7. Tab to the **Accounting Date** column and enter the date entered in <DD-MMM-YYYY> format.

8. Tab to the **Fund** column and verify “4253XNY” is entered.
9. Tab to the **Fund Category** column and verify “B” is entered.
10. Tab to the **Budget Fiscal Year** column and enter the specific two-digit budget fiscal year.
11. Tab to the **Account** column and Verify the appropriate accounts.

FYI: For cancelled checks, the following six accounts should be debited and credited:

Debit	Credit
101063	219000
426600	406000
459000	451000

Note: Each account debited and credited requires a line entry.

12. Tab to the **Organization** column and verify “ENJB0000” is entered.
13. Tab to the **Limitation** column and verify “A10” is entered.
14. Tab to the **Object Class** column and verify “69022” is entered.
15. Tab to the **Activity** column and verify “000” is entered.
16. Tab to the **CFDA** column and verify “268” is entered.
17. Tab to the **Cohort Year** column and verify “CN” is entered.
18. Tab to the **Sector** column and verify “N” is entered.
19. Tab to the **Source Code** column and verify “SV” is entered.
20. Tab to the **Cost Code** column and verify “LRD3” is entered.

21. Tab to the **Institution** column and verify “00000000000” is entered.

22. Tab to the **Loan/Grant Type** column and verify “00” is entered.

23. Tab to the **Debit** or **Credit** column and enter the numeric debit or credit amount. Refer to Step 10 to determine debit and credit information.

24. Tab to the **Batch Name** column and enter the <Batch Name>.

25. Tab to the **Batch Description** column and enter the <Batch Description>. Use a descriptive reference, such as the Category or specific type of manual adjustment.

26. Tab to the **Journal Name** column and enter the 303 number of Z number.

27. Tab to the **Journal Description** column and enter the <Cancelled Checks – 303#> or <Cancelled Checks – Z#>.

28. Tab to the Line Description column and Enter the <SSN, if available>.

29. Tab to the **Line DFF1** column and enter the 303 number of Z number.

30. Tab to the **Line DFF2** column and verify “91020006” is entered.

31. Tab to the **Transaction Date** or **Line DFF3** column and enter the Treasury Confirmation Date in the following format: ‘DD-MMM-YYYY. (e.g., ‘01-JAN-2002). Note: Ensure there is an apostrophe before the date and that the month is in all CAPS.

32. The **Line DFF4** column should be blank.

33. Repeat Steps 3-32 for each required journal entry line.

FYI: See tables in Step 2 to identify which fields are constant and which fields are unique for each journal line entry. To minimize manual data entry, copy the original journal line entry and paste it into the next journal line fields. Update any unique field values for that journal entry line.

34. When completed, save the worksheet with a temporary name.

Use the following naming convention:

Manual Entry	**Naming Convention**	**Example**
Cancelled Checks	*MMMDLCANCELLEDMMDDYY.xls*	JANDLCANCELLED010402.xls

The *MMDDYY* used in the name should be the date of entry.

35. Email the completed worksheet to the following people:
    - Lolita Caburian at lolita.caburian@ed.gov
    - Geeta Gupta at Geeta.gupta@ed.gov
    - Charlene Faunteroy at charlene.faunteroy@ed.gov
    - Cheryl Carrington AT cheryl.carrington@ed.gov
    - Ryan Townsend at ryan.townsend@ed.gov

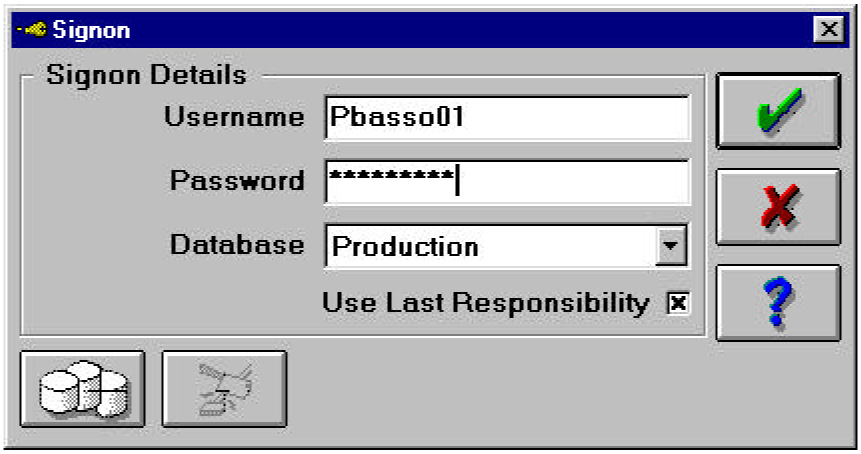
SFA CFO General Ledger SuperUser

Getting Started with ADI

FYI: Once the journal entries have been created in the template, they need to be uploaded into the SFA FMS manually for processing. SFA CFO Accounting Division performs the manual upload using Oracle's Application Desktop Integrator (ADI).

36. Select Programs / Oracle ADI /Applications Desktop Integrator from the Start Menu. The ADI toolbar appears.

37. Click the **Signon** button from the **ADI** toolbar. The "Signon" window appears.



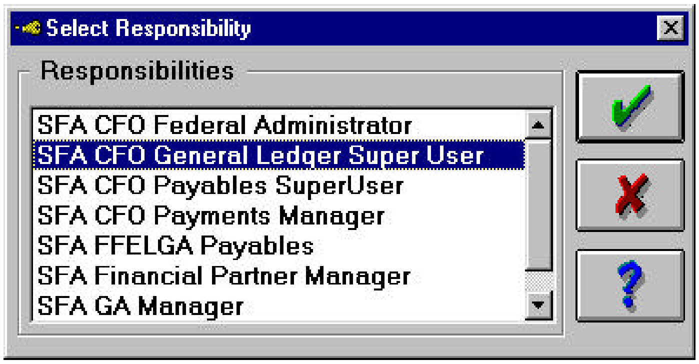
Username Pbasso01
Password *********
Database Production
Use Last Responsibility ☒

38. Tab to the **Username** field and type your Oracle Applications username.

39. Tab to the **Password** field and type your Oracle Applications password.

FYI: The first time you sign-on to ADI, you will need to have your application set-up in the production database. Please contact the FMS help desk for assistance. The help desk can be reached at 1-800-433-7327, option 3.

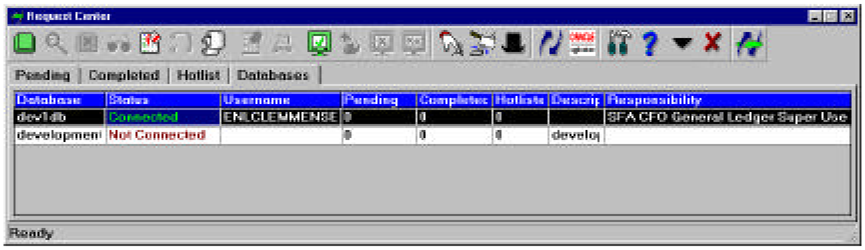
40. Click the ✓ button. The "Select Responsibility" window appears.



SFA CFO Federal Administrator
SFA CFO General Ledger Super User
SFA CFO Payables SuperUser
SFA CFO Payments Manager
SFA FFELGA Payables
SFA Financial Partner Manager
SFA GA Manager

41. Select your assigned GL responsibility.

42. Click the ✓ button. The "Request Center" window appears with the **Status** field indicating that you are connected.



Database	Status	Username	Pending	Completec	Hotlists	Descrip	Responsibility
dev1db	Connected	ENLCLEMMENSE	0	0	0		SFA CFO General Ledger Super Use
developmen	Not Connected		0	0	0	develo	

43. Click the **Minimize** button to minimize the “Request Center” window.

Import a Journal into SFA FMS using ADI

44. Open the temporary worksheet which ACS/Rockville sent to SFA CFO Accounting Division.

45. Validate the journal entries.

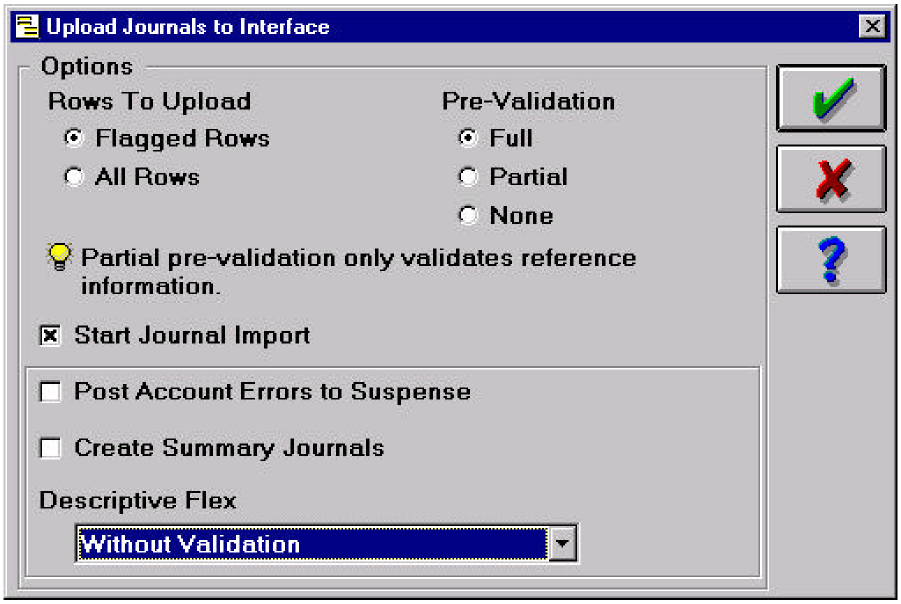
FYI: When logged into ADI, you may double-click on a cell to bring up a List of Values for the specific field.

FYI: Excel templates contain macros that users cannot see. Be careful when formatting cells and making significant changes.

FYI: The SFA FMS General Ledger supervisor should review and approve all journal entries prior to importing the worksheet into Oracle.

46. Click the Icon on the **ADI** Toolbar.

47. Select the **Upload to Interface** icon. The “Upload Journals to Interface” window appears.



Upload Journals to Interface

Options

Rows To Upload
● Flagged Rows
○ All Rows

Pre-Validation
● Full
○ Partial
○ None

Partial pre-validation only validates reference information.

☒ Start Journal Import

☐ Post Account Errors to Suspense

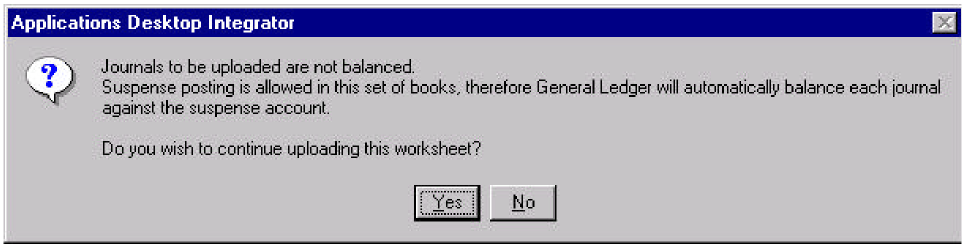
☐ Create Summary Journals

Descriptive Flex: Without Validation

48. Ensure that the default values, **Rows to Upload: All Rows** and **Pre-Validation: Full,** are selected.

49. Select **Without Validation** from the **Descriptive Flex** dropdown.

50. Click the ✓ button to initiate the Journal Import process via Oracle Applications Desktop Integrator. If the credits and debits in the journal are not balanced, an “Applications Desktop Integrator” window appears prompting the user whether to continue.



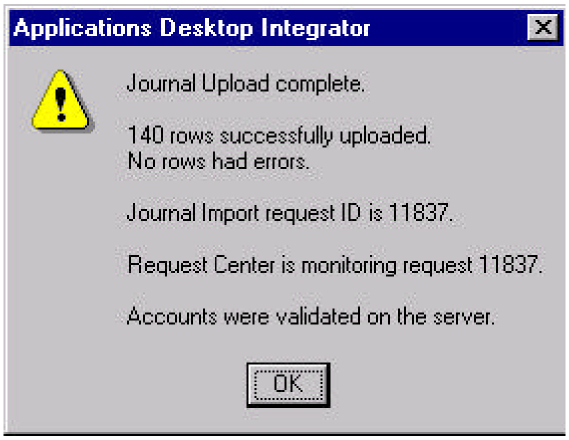
Applications Desktop Integrator

Journals to be uploaded are not balanced.
Suspense posting is allowed in this set of books, therefore General Ledger will automatically balance each journal against the suspense account.

Do you wish to continue uploading this worksheet?

51. Click **No** to return to the Journal worksheet.

52. Click **Yes** to continue importing the journal. An “Applications Desktop Integrator” window will appear that states that the Journal has been successfully uploaded and identifying the Journal Import request ID #.



Journal Upload complete.

140 rows successfully uploaded.
No rows had errors.

Journal Import request ID is 11837.

Request Center is monitoring request 11837.

Accounts were validated on the server.

53. Click the **OK** button.

54. Rename the worksheet with the Journal Import request ID # (e.g. 11837.xls) and save it the appropriate directory.

End of activity.